

DA POLICY ON DISABLED EMPLOYEES

It is Department of the Army (DA) policy that employees who become disabled due to an off-the-job illness or injury will be considered for continued employment in their current or a different position. Where feasible, efforts will be made to accommodate their disability through adjustment of job duties and/or job environment. Supervisors need to be alert for indications when an employee is experiencing increasing difficulties in the performance of his/her duties. Early detection and intervention will often result in resolution of situations which, if permitted to continue, are likely to degenerate beyond acceptable levels of performance.

Employees who are disabled as a result of an off-the-job illness or injury are responsible for providing current, specific medical documentation that fully reflects the nature, extent, and duration of their disability to their immediate supervisor. The documentation must address what the medical condition is and how it is affecting their job performance. Supervisors will take immediate steps to temporarily accommodate the employee's disability and will forward the documentation and description of the temporary accommodations to the EEO office (Program for Individuals with Disabilities (PID)). The PID manager will coordinate the actions with the Occupational Health Officer (OHO) and will discuss the OHO's recommendations with the employee's supervisor. If the disability requires referral to other positions, I expect selecting officials to accept employees thus referred unless they present compelling evidence, in writing, that the employee can not perform the duties of the position.

The steps required to provide appropriate accommodations may vary according to the nature and extent of the illness/injury. Some employees may not be accommodated if the illness/injury is long-term or permanent and may have to be separated for disability. Supervisors must work very closely with their chain of command, PID manager, and the OHO in determining what courses of action are appropriate in each individual case. Assistance and information are available from the PID manager by calling 678-2831.

I wholeheartedly support DA's policy and I expect full compliance with the established procedures. As a responsible employer, White Sands Missile Range will make every effort to accommodate its disabled employees by offering them continued employment. Employees are, and will continue to be, our most vital resource and the key to providing the level of customer service excellence necessary to achieve our stated long-range strategic goals.

The policy regarding on-the-job illness or injury accommodation is defined in Commander's Guidance, CG-08-99.

This guidance supersedes CG-09-99.

WILLIAM F. ENGEL
Brigadier General, USA
Commanding

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